



PORTSMOUTH VISITOR SITE ACCESS HANDBOOK

**Prepared by the United States Enrichment Corporation
Portsmouth Gaseous Diffusion Plant
Piketon, Ohio 45662**

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SAFETY

Safety of our employees, contractors, and visitors is our number one concern at the Portsmouth Gaseous Diffusion Plant. Anyone driving a vehicle into the plant shall observe and obey all posted traffic signs.

- The maximum speed limit is 25 mph inside the security fence.
- A lower speed limit is posted, as required, in congested areas.
- Seat belt usage is required by all operators and occupants of ANY vehicle.
- Pull over and surrender right-of-way during an emergency.
- Vehicles are not to be driven inside buildings without special permission from the building custodian and Health Physics – Industrial Hygiene.
- Pedestrians have the right-of-way and are required to cross in the painted crosswalks. Vehicles are to stop and allow them to cross.

PERSONEL PROTECTIVE EQUIPMENT

Visiting personnel are expected to comply with posted signs that require specific types of personal protective equipment. These signs are located at the entrance of certain areas of the plant, and specify the requirements for certain types of personal protective equipment, such as:

- eye protection
- hearing protection
- head protection
- safety shoes
- respiratory protection

Since proper attire provides the basic protection needed for most everyday hazards, you are expected to wear clothing that is safe and sensible. If you are injured in an accident during the course of your visit, please notify your escort and Health Services immediately. If emergency assistance is necessary, call 911 and describe the nature and location of the emergency.

RADIATION PROTECTION

People have always been exposed to radiation. Radiation, simply defined, is energy emitted through space and matter. We are exposed to this energy, or radiation, from our environment, and even from materials inside our bodies.

The Health Physics – Industrial Hygiene Group is responsible for radiation protection at PORTS. This program ensures radiological safety for the work environment. Good radiological control is everyone's responsibility.

There are many uncertainties about exposure to low levels of radiation received over long periods of time. A chronic radiation dose refers to small amounts of ionizing radiation received over a long period of time. Examples of chronic radiation dose are those from natural background, routine medical visits, and occupational radiation. This risk is small when compared to the natural occurrence of cancer. Therefore, PORTS takes the stand that any exposures to radiation increases risks to health, and stresses the practice of keeping radiation exposures according to the As Low As Reasonably Achievable [ALARA] philosophy. There are three basic ALARA principles, as follows:

- **time** – reduce the amount of time spent near a source of radiation
- **distance** – stay as far away from the source of radiation as possible
- **shielding** – shielding is placed between workers and the source of radiation

Management at PORTS has taken on the responsibility of providing employees, contractors, and visitors with effective radiation protection and training programs. These programs offer the tools to achieve ALARA goals. Each person has the responsibility to apply the ALARA concept.

A developing embryo/fetus is more sensitive to ionizing radiation than adults, and high exposures may increase the chances that the child will develop conditions such as slower physical growth, depressed mental development, or childhood cancer. A radiological worker is encouraged to voluntarily notify the employer, in writing, when pregnant.

To enter posted Radiological Areas, you must wear a thermoluminescent dosimeter, otherwise known as a TLD, which will be issued at the Dosimetry Center in the hospital. In addition, you must have the appropriate level of Radiological Worker training, or be escorted by an appropriately trained individual who will brief you on specific precautions associated with the area you are visiting.

In Radiological Areas, you are not permitted to eat, drink, or use tobacco products. It is your responsibility to read and comply with all radiological postings, signs, and labels. Radiological signs have the standard radiation symbol, colored magenta or black, on a yellow background. Yellow and magenta rope, tape, chains, or other barriers are used to designate the boundaries of posted Radiological Areas. Tags and labels with a yellow background and either a magenta or black standard radiation symbol are used to identify radioactive materials. Yellow plastic wrapping or a labeled container is used to package radioactive material.

Designated areas are used to store radioactive material and will be labeled or posted as such. If you discover radiological material that appears to be unattended, you should take the following actions:

1. Do not touch or handle the material.
2. Warn other personnel not to approach the area.
3. Guard the area and have someone immediately notify Health Physics – Industrial Hygiene personnel.
4. Await Health Physics – Industrial Hygiene personnel.

When visiting a radiological area with a radiological trained escort, obey the instructions of your escort. Obtain and properly wear a dosimeter [TLD], as instructed by Health Physics – Industrial Hygiene personnel or your escort. Always utilize ALARA techniques to minimize your exposure.

In the unlikely event that a radiological incident occurs, it is important for each individual to know the emergency procedures.

1. Evacuate the area.
2. Call Emergency Response at extension 911.

As another radiological safety measure, you may be asked to submit a urine sample. This is to check for radioactive material that may have been inhaled or ingested and can result in internal radiation exposure.

When you are ready to leave the Radiological Area, you are required to monitor yourself for the presence of radioactive contamination, utilizing the personal monitoring equipment available. At the Boundary Control Station [BCS], you will find monitoring equipment. Monitor your whole body, from the top of your head to the bottom of your feet. Your escort or Health Physics – Industrial Hygiene personnel will assist you with this task. If at any time using the monitoring equipment it is determined you are contaminated, notify Health Physics – Industrial Hygiene [pager 289-0700], or call the Plant Shift Superintendent [PSS] at extension 3025.

SAFETY AND HEALTH

PORTS is concerned with your safety and health. Your escort is responsible to assure you are aware of all building requirements with respect to safety and health. Areas of concern for visitor protection related to safety and health are listed below.

Reproductive Hazards: The Reproductive Hazards Program is designed to protect the embryo/fetus from an adverse condition that may be present in the work place. You are highly encouraged to report your pregnancy to Health Services at extension 5958.

Hearing Protection: Hearing protection, such as ear plugs or ear muffs, must be worn in posted Hearing Protection areas.

Confined Space Entry: There are areas in the plant that may be posted as confined spaces. Tanks, rail cars, pits, vaults, open trenches, excavations, tank dikes, etc. all have the potential of being classified

as confined spaces. Confined spaces have the potential to have dangerous levels of chemical or flammable vapors, and there may be the potential for the absence of oxygen. Never enter areas where such conditions may exist.

Respiratory Protection: Respiratory protection is required to prevent the inhalation of toxic vapors or particles during certain jobs. Individuals who are required to wear respiratory protection must complete a physical examination, respirator training, and a quantitative respirator fit-test.

Hazard Communication Program: Hazardous materials in the plant will be properly labeled.

EMERGENCY PREPAREDNESS

In the event that an incident should occur while you are at PORTS, you need to be familiar with the audible alarm signals. Please cooperate with emergency personnel who are managing activities during an emergency.

- high-low alerting tone – listen for announcement to follow on the public address [PA] system
- continuous building horn with flashing red lights OFF or NOT FLASHING outside of building – evacuate building following established evacuation routes and report immediately to the Assembly Point.
- continuous building horn with rotating red lights ON outside of building – this is a criticality accident alarm. Evacuate the building/area immediately and proceed to the nearest Monitoring Station.

NOTE: Evacuation alarm signals and/or directions regarding protective actions issued by the Plant Shift Superintendent/Incident Commander will be complied with by plant personnel and visitors. Under no circumstances will evacuation alarm signals be assumed to be false alarms. In the unlikely event that a criticality accident alarm or other evacuation alarm occurs while employees are sheltered in place, i.e., tornado warning, the evacuation alarm takes precedence. Evacuate as directed by the Plant Shift Superintendent.

- seven short sounds, repeated three times [any signal] – personnel accountability, report by telephone, radio, fax, or in person to established primary or alternate reporting point.
- wailing rise and fall siren – tornado warning or country under attack, take cover immediately.
- modulate high-frequency siren – gas release alarm, exit to the appropriate pre-designated Assembly Point.
- series of six horn blasts followed by a pause – building recall, report to Area Control Room [ACR] or office for instructions. Do not enter a production facility while a building recall is sounding.

At this time, go to the nearest plant phone and dial extension 2400 to listen to these alarm signals.

Plant personnel, visitors, and subcontractors report emergencies by dialing 911 on plant telephones, activating a fire alarm box, using a plant radio, or reporting in person. Plant personnel shall not re-enter any building, area, etc. affected by an emergency condition unless approved by the Plant Shift Superintendent/Incident Commander, or an “all clear” is issued.

SECURITY

Regarding security, there may be a special briefing given to visitors, depending on the areas needing to be visited. PORTS requires an individual to have a security clearance for unescorted access to the Controlled Access Area. Uncleared individuals entering the Controlled Access Area must be under the continuous escort of a knowledgeable cleared individual. All visitors to the PORTS facility are required to sign a Visitors Register. A picture ID will be required as proof of identification [e.g., drivers license].

Uncleared individuals and their escorts shall observe the following:

- Uncleared individual will have no access to classified information or material.
- Uncleared individual must be under continuous audible/visual or physical control of a knowledgeable cleared individual at all times.
- All uncleared individuals will remain within their authorized work areas. Travel to additional plant facilities will require Security approval.
- If escorted to a meeting, the escort must announce the fact that an uncleared individual is present so that classified information will not be inadvertently discussed.
- Security escort responsibilities may be transferred to other knowledgeable cleared individuals. When escort responsibilities are transferred, the yellow escort tag must be transferred to the new escort.
- When inside the Controlled Access Area, uncleared individuals must wear their issued security identification badge. The security badge should be worn on the outermost garment, picture facing outward, on the front of the torso, above the waist.

PORTS procedures prohibit certain items from entering the Controlled Access Area or other security areas without prior approval. The following items are prohibited and/or controlled:

- any dangerous weapon
- explosives
- dangerous instruments or material likely to produce substantial injury or damage to personnel or property
- recording equipment [audio, video, optical, or data]
- electronic equipment with data exchange port capable of being connected to automated information system equipment
- cellular telephones
- radio transmitting equipment
- computers and associated media

- controlled substances [e.g., illegal drugs and associated paraphernalia, but NOT prescription medicine]
- alcoholic beverages
- other items prohibited by law

GENERAL REQUIREMENTS

If working other than their regularly scheduled shift, employees and visitors are required to notify the Shift Administrative Clerk at extension 3030. The accountability should be done at the start and the completion of the work period by providing name and identification number. However, notification is not required when plant entry or departure is within 45 minutes of the regularly scheduled work hours.

PHONE NUMBERS

EMERGENCY

911

Fire Department	5909
Health Services	5958
Health Physics – Industrial Hygiene	6304
Plant Manager	2101
Plant Shift Superintendent	3025
Police Department	5861
Respirator Facility	6146
Security Department	5843
Training Manager	2991

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

PORTS VISITOR SITE ACCESS AUTHORIZATION

I, _____, have read the PORTS
print name
Visitor Site Access Handbook. I understand that access to the PORTS
plant is contingent upon compliance with the guidelines in this handbook
and that I must be under continuous escort by a trained person until I
complete General Employee Training and receive a security clearance.

Date: _____

Signature: _____

Social Security Number: _____

Company/Organization: _____

PORTS Access Authorization Approved By:

Protective Force Officer print/sign/date

Complete this page and send to Training at MS-8260.

Office Use Only